## Payroll Deductions Through Oracle

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**Step 1** – Click the "Oracle" button on TeamLink.

**Step 2** – Click the "Company Single Sign-On" button.

Sign In Oracle Applic: Dons Cloud	
Company Single Sign-On	>
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Forget Password Sign In English	
	ORACLE

Step 3 – Click the "Manage Personal Contributions" button.



**Step 4** – If you have any ongoing deductions, you will see those listed on this page. You can manage ongoing deductions by clicking on the pencil under "Add". If you do not have an ongoing deduction, you will need to click the "Add" button.

		TAU
Foundation BR Amount 12/19/21 - Ongoing	5.00 USD   Recurring	
Show Prior Personal Contributions	Continue	
Comments and Attachments		
Personal Contribution		
Personal Contribution		+ Add
Personal Contribution	There's nothing here so far.	+ Add
Personal Contribution  Show Prior Personal Contributions	There's nothing here so far.	+ Add
Personal Contribution	There's nothing here so far.	+ Add

**Step 5** – To add a new deduction for Team Member Giving, click "Team Member Giving" in the first drop down menu.

					OK Car
*	Plan				
5	Select a value	~			
	Plan				
F	Foundation St Dominics				
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L	Lourdes Foundation		Continue		
	Team Member Giving				

**Step 6** – Today's date should be selected under "Start Date". Then type in the amount you would like to have deducted from each paycheck. Finally, click "OK" to complete the deduction.

*Plan Team Member Giving *Option Appent *Start Date 9/16/24 (*) End Date © Ongoing	Amount Market	OK Cancel
	Continue	

\*All deductions must be managed by the team member through Oracle. OLOL Foundation is no longer able to begin or cancel your deduction for you. Deductions will be deducted from the next paycheck after you sign up.

\*In order to receive your 2024 Team Member Giving t-shirt, team members must sign up for a \$5 ongoing payroll deduction.